



File No. 247-\_\_\_\_\_

## COMMUNITY DEVELOPMENT

### **LOT OF RECORD VERIFICATION APPLICATION**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

**FEE:** \_\_\_\_\_

Applicant's Name (print): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Applicant's Email address: \_\_\_\_\_

Property Owner's Name (if different)\*: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Property Description: Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

Property Zone(s): \_\_\_\_\_ Property Size (acres or sq. ft.) \_\_\_\_\_

#### **You must include the following with this application:**

1. A completed application form with appropriate original signatures. To ensure timely processing of your application, all materials must be submitted on single-sided, 8.5" x 11" paper. Do not use binders, tabs/dividers, staples or tape.
2. A copy of the tax lot card for the lot or parcel (available from the County Assessor's Office).
3. A copy of all the deeds on the tax lot card, including the current vesting deed that describe your parcel and your parcel only (available from the County Clerk's Office).
4. The correct application fee.
5. For lot validation of unit of land not lawfully established pursuant to Oregon Revised Statute (ORS) 92.176, the supplemental information listed on the back of this form is required.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature (if different)\*: \_\_\_\_\_ Date: \_\_\_\_\_

**\*If this application is not signed by the property owner, a letter authorizing signature by the applicant must be attached. By signing this application, the applicant understands and agrees that Deschutes County may require a deposit for hearings officers' fees prior to the application being deemed complete; and if the application is heard by a hearings officer, the applicant will be responsible for the actual costs of the hearings officer.**

## SUPPLEMENTAL INFORMATION – LOT VALIDATION

**For lot validation of unit of land not lawfully established pursuant to Oregon Revised Statute (ORS) 92.176, the following supplemental information is required:**

1. A list of building permits associated with the tax lot(s).
2. Site Plan Requirements:  
*Please note that although a registered professional land surveyor is not required for submittal of this request, if the lot is validated, ORS 92.176(5) requires that the plat be recorded within 90 days after the date that the City validates the unit of land. ORS Chapter 92 requires a registered professional land surveyor to prepare the plat, therefore, it is advisable to involve a registered professional land surveyor at the beginning of this process.*
  - ☐ Show the date, north arrow, and standard engineer's scale on site plan.
  - ☐ Show the Assessor's Map and Tax Lot number(s) on the site plan.
  - ☐ Show the dimensions and square footage of the area subject to the lot validation process.
  - ☐ Clearly label the property lines that are subject to the lot validation process.
  - ☐ Show all adjacent streets, alleys, and access ways.
  - ☐ Show the location of all existing structures, including those under pending building permits, drawn to scale.
3. Written Statement  
Submit a written statement describing whether the lot validation is being requested under lot validation criteria ORS 92.176(1) or (2). In response to ORS 92.176(1)(b), identify specific criteria (i.e. zoning and code sections) in effect at the time the unit of land was sold and demonstrate that the unit of land could have complied with that criteria.
4. Supplemental Information: These items are not required for the initial submittal but are recommended because the applicant has only 365 days to record the plat after the decision is effective.
  - ☐ Submit a current preliminary title report for each parcel. Title report(s) must have been issued within one year of the date the application is submitted. Note that a title report will be required with submittal of the plat.
  - ☐ On the site plan, show all dimensions of existing public utility easements and any other areas restricting use of the parcels, such as conservation areas, slope easements, access easements, etc. These areas will be required to be shown on the plat, therefore showing these areas now may reduce complications during the plat review process.